

C. Eligible Applicants

An eligible applicant for Child Care Assistance must be one of the following:

1. Relative

a. Parent

Parents (natural, step, or adoptive) of the child for whom assistance is being requested. Verification of relationship is not required.

b. Nonparent Relative

i. Nonparent relatives related by either blood, adoption, or through marriage to the child for whom assistance is requested are considered eligible applicants for Child Care Assistance when the parent of the child is not in the home.

ii. Nonparent relatives include but are not limited to the following:

Aunt or uncle or great-aunt or great-uncle (*birth, step, or adoptive*) or grandparent or great-grandparent (*birth, step, or adoptive*) or an adult sibling (*birth, step, or adoptive*; and *persons of preceding generations denoted by great- great*) of the child needing care.

c. Verification of Relationship for Nonparent Relatives

i. If the nonparent relative is known to AZTECS, and has ever received Cash Assistance for the children in question, FAA has already verified relationship.

a) The Specialist shall access the AzCCATS CP40 screen, or the AZTECS PRIP screen and inquire on the client.

b) If the client was listed as the **PI** (for “Primary Informant”) in the relationship field (**REL**), and the children in question were coded **IN** the grant, FAA has already verified relationship (refer to Exhibit A for AzCCATS CP40 and AZTECS PRIP sample screen prints).

c) The Specialist shall screen print the AZTECS PRIP or AzCCATS CP40 screen as verification of relationship for the file.

ii. Nonparent relatives must provide verification of their relationship to the “*other related child*” needing assistance, if verification is not available via AzCCATS or AZTECS as stated above. Acceptable forms of verification are displayed in Table 1.

EXAMPLE: An applicant requesting Child Care Assistance for her granddaughter must provide birth or baptismal records, etc. for her granddaughter, and birth or baptismal records, etc. for her son/daughter to establish the lineage between the applicant and the child needing care.

- iii. The Specialist shall assist the applicant in verifying relationship when other means have been exhausted. The Specialist shall complete the Request for Verification of Birth/Death and submit to the appropriate agency (see descriptions of forms below) to request verification of parentage. There are 3 different versions of the Request for Verification of Birth/Death used to verify vital records and are as follows:

- a) Request for Verification of Birth/Death (FA-076)

This form shall be used when the birth was outside Maricopa County (but within the state of Arizona) or more than 45 days prior to the date the form is completed.

- b) Request for Verification of Birth/Death (FA-076-A)

This form shall be used when the birth was in Maricopa County within 45 days prior to the date the form is completed.

- c) Request for Verification of Birth/Death (FA-076-B)

This form shall be used when verification of birth is required from an out of state agency.

- iv. If the nonparent relative is unable to provide verification of relationship as requested (and all other methods attempted by the Specialist have failed), the Specialist shall indicate that the nonparent relative must initiate the process of legal guardianship in order to be considered an eligible applicant for Child Care Assistance. The Specialist shall request appropriate verification in writing (refer to **Legal Guardian** later in this section for further direction on legal guardianship criteria).

TABLE 1:
VERIFICATION OF RELATIONSHIP TABLE

Verification of Relationship:

Verification of Relationship is **not** required for parents (natural, step, or adoptive) of the children needing care; relationship is declaratory.
Verification of relationship *is* required for nonparent relatives who request Child Care Assistance for *other related children*.

Primary Sources

- * AZTECS verification of relationship in prior or active Cash Assistance cases as verified via the AzCCATS CP40, or the AZTECS CAP2 or PRIP screens (refer to screen print examples of the AzCCATS CP40, AZTECS CAP2 and PRIP screens for locations of relationship codes in the AzCCATS and AZTECS systems).
- * When the nonparent relative who is applying for Child Care Assistance is also the Cash Assistance **PI** (primary informant), relationship has already been verified by FAA for any children who are coded **IN** the grant. The Specialist shall screen print the AZTECS PRIP or the AzCCATS CP40 screen and place in the case file as verification of relationship for the nonparent relative.
- * Birth certificates
- * Adoption records
- * Bureau of Vital Statistics Records (*Request for Verification of Birth/Death*) as completed by the appropriate state agency (e.g. Department of Health Services).
- * Hospital or public health records of birth
- * Baptismal records
- * Court records
- * Juvenile court records
- * Indian census records
- * Certificate of Indian blood

Secondary Sources

- * Church records including statement from priest, etc.
- * Out patient records maintained by hospital, clinic or doctor
- * Service records
- * School records
- * School attendance verification
- * Census records
- * Insurance policy
- * Records maintained by IV-D agency (DCSE)

NOTE:

- * When the nonparent relative is unable to provide verification of relationship and the Specialist has been unable to obtain verification of relationship via any other method, the Specialist shall notify the nonparent relative that they must pursue Legal Guardianship in order to be eligible for Child Care Assistance.

TABLE 11:
CASH ASSISTANCE RELATIONSHIP CODE DESCRIPTION TABLE

Cash Assistance Relationship Codes	Cash Assistance Relationship Code Description (Relationship to the primary informant has been verified by FAA for children coded “IN” the Cash Assistance grant)
PI	Primary informant (Cash Assistance applicant)
CH	The applicant’s children
SP	The applicant’s spouse
SC	The applicant’s stepchildren
ST	The applicant’s spouse; stepparent to the applicant’s children
UB	The applicant’s unborn child
GC	The applicant’s grandchildren
NN	The applicant’s niece/nephew
SB	The applicant’s sibling (sister/brother)
PA	The applicant’s parent
GR	The applicant’s grandparent
OR	Other - related to the applicant
FC	Foster child
NR	Not related to the applicant
AP	Absent parent
AS	Alien sponsor to the applicant
AU	The applicant’s aunt/uncle
CO	The applicant’s cousin (first)
EX	The applicant’s ex-spouse
NE	Not established at registration
SE	Self (the applicant)

AZTECS relationship codes indicate the relationship of each individual in the household to the “primary informant” (or applicant). Relationship to the “primary informant” has already been verified by FAA for any children coded “IN” the Cash Assistance grant; however, relationship is NOT verified for Food Stamp participants. AZTECS relationship codes can be located on the AzCCATS CP40, AZTECS CAP2, CLPR, and PRIP screens.

EXHIBIT A: VERIFICATION OF RELATIONSHIP VIA SYSTEMS SOURCE

1. AzCCATS CP40 SCREEN:

V6L CP40 AZTECS CASH ASSISTANCE / POTENTIAL TCC INQUIRY TIME: 14:55:18

CLIENT-ID 0003915496 CASE NUMBER 00005542 REF TRB DIVERSION
AF STATUS CL AF ST DT 06/20/1996 AF END DT 07/31/1996 CLOSE RSN VW

ASGR N POTENTIAL TCC Y TCC ST DT 08/01/1996 TCC END DT 07/31/1998

NEW CLT	CLT	AF
TYPE NAME	TYPE SSN ID SEX DOB	REL RT
- DOLBY PAT	P 622500960 0003915496 F 05/07/1956	PI IN
- DOLBY KIT	A 543918416 0003918416 M 05/10/1994	GC IN
- DOLBY KAT	A 543918417 0003918417 M 10/10/1994	GC IN

END OF PRIMARY PROFILE GROUP
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
CP04 CP06 CP13 CP41 PFKEY CP01

Relationship Codes

Cash Assistance
Participation
Status codes

2. AZTECS CAP2 SCREEN:

CAP2 CASE PROFILE - PAGE 2 060997 10:42

CASE NAME: DOLBY, PAT CASE NUMBER: 00005542
ASSIGNED GROUP: N CASH DIV:
LAST ACTION: INQUIR CAP1 060997

BENEFIT	PRORATE	APP RECEIVED	SIZE	TYPE	STATUS	CERT	THRU/	CURRENT
AF	080196	011697	02	A1	OPEN	020797	0897	0797
FS	061896	011697	02	RE	OPEN	020797	0897	0797
MA	050197	032797			OPEN	032797	0897	0797

CLIENT	SS	DOB	RL	SEX	AF	PARTICIPATION	E	RF WORK-REG
DOLBY, PAT	622500960	050756	PI	F	IN	FS MA CAT S TY SR		AF FS
DOLBY, KIT	543918416	051094	GC	M	IN	IN OU AG AG		RM CU
DOLBY, KAT	543918417	101092	GC	M	IN	IN OU		AG AG

CASE PROFILE REPORT REQUIRED? (Y/N): NEXT-->

Relationship Code

Cash Assistance
Participation
Status Codes

3. AZTECS PRIP SCREEN

INFO * END OF PERSON LIST

PRIP PROGRAM INVOLVEMENT PERSON LIST 082597 13:43

CASE NUMBER: 00005542 SITE
PGM: AF OFF: 999
START: 080697 UNIT: 5
END: CSLD: 99
ALERT: DEN/CLO: STATUS: OP

REL	PART	CT	START	END	S Q TY	CLIENT NAME	BIRTHDT	SEX	S.S.N.
PI	IN		080697			DOLBY, PAT	05071956	F	622500960
GC	IN		080697			DOLBY, KIT	05101994	M	543918416
GC	IN		080697			DOLBY, KAT	10101992	M	543918417

TO INQUIRE ON A SPECIFIC PERSON, ENTER HIS/HER SEQUENCE NUMBER:

Relationship Codes

Cash Assistance Participation Status Codes

NOTE: The AzCCATS CP40 and AZTECS CAP2 screens will show the most recent Cash Assistance involvements only. Access the AZTECS PRIP screen for a history of Cash Assistance involvements.

2. Legal Guardian

Applicants with court appointed legal guardianship are eligible for Child Care Assistance if other eligibility criteria are met. The legal guardian may be a relative or an unrelated caretaker. Certain relatives can apply without guardianship (see ***Nonparent Relatives*** section above). Guardians are not legally or financially responsible for a child in guardianship.

a. Definition of Legal Guardian

A legal guardian is a person with court appointed guardianship who has been given the power and responsibility of a parent over a minor child. Legal guardianship does not constitute legal or financial responsibility.

b. Verification of Guardianship Status

i. The following forms indicate that the legal guardianship process has been initiated (sample documents may be found in Exhibit B):

- a) Petition for Temporary Appointment of Guardian (date stamped as received by the court);
- b) Petition for Permanent Appointment of Guardian (date stamped as received by the court).

ii. The forms listed below indicate that legal guardianship has been granted (sample documents may be found in Exhibit B):

a) Order of Appointment of a Temporary Guardian

The Order of Appointment of a Temporary Guardian is valid for up to a maximum of 6 months.

- 1) If the client submits the Order of Appointment of a Temporary Guardian with an issue date that is more than 6 months in the past, the Specialist shall request verification that legal guardianship is in process before authorizing Child Care Assistance.
- 2) If the client submits the Order of Appointment of a Temporary Guardian with an issue date that is less than 6 months in the past, the Specialist shall authorize Child Care Assistance (as long as all other eligibility criteria are met) until the 6 month period of temporary guardianship has expired.

- 3) Time limits on temporary guardianship vary from state to state. If the client provides verification of temporary guardianship from another state, the Specialist shall contact the Policy Helpdesk for instructions on determining the time limits for verification from the state in question.

- b) Order of Appointment of a Permanent Guardian; or
- c) Letters and Acceptance of Guardianship of a Minor.

Note: Refer to Exhibit B in the Appendix for a variety of sample documents that may be used to verify temporary and permanent guardianship status.

c. Initiation of Guardianship Process

Applicants who provide verification that legal guardianship is in process are eligible to receive Child Care Assistance if other eligibility criteria are met.

- i. Applicants in the process of initiating legal guardianship must provide:
 - a) The Petition for Appointment of Guardianship, date stamped to show receipt by the court (refer to Exhibit B for sample documents); and
 - b) The scheduled court date for the guardianship hearing.

ii. Initial Authorization Duration

Applicants initiating guardianship may be eligible for Child Care Assistance during the guardianship process as long as the applicant continues the guardianship process and provides updated verification as requested by the Specialist.

- a) The Specialist shall approve Child Care Assistance for up to six months, after verification that guardianship in process (and other required eligibility verification) has been received;
- b) At the six month review, the Specialist shall request court appointment documents, or documentation that the petition for guardianship is still in process through the court, and shall reauthorize services when the documentation is provided.

- 1) If legal guardianship has not been obtained by the six month review, the Specialist shall continue to monitor the case at the appropriate intervals as the client proceeds through the guardianship process;
- 2) If the Specialist determines at the six month review (or at a later date) that the petition for legal guardianship has been denied by the court, the client is no longer considered an eligible applicant. The Specialist shall provide 10 day negative action notification to stop Child Care Assistance and close the case.

**EXHIBIT B:
VERIFICATION OF LEGAL GUARDIANSHIP: SAMPLE DOCUMENTS**

Refer to Exhibit B in the Appendix for a variety of sample documents that may be used to verify temporary and permanent guardianship status.

d. When the Applicant is a Nonparent Relative and/or Legal Guardian and the Parent Resides in the Home

When the applicant is a nonparent relative and/or legal guardian and the parent of the child for whom assistance is requested is also residing in the home, the Child Care Specialist shall advise the applicant that the parent must apply for Child Care Assistance.

- i. If the applicant expresses concern for the welfare of the children while under care of the parent, the Specialist shall inquire regarding the reason for concern.
- ii. If the applicant states that the parent is unable to care for his/her children for a portion of a twenty-four hour day due to mental, emotional, or physical disability, the Specialist shall:
 - a) Deny the application; and
 - b) Advise the applicant that the parent of the child needing care must apply for Child Care Assistance (the Specialist shall evaluate whether the parent is eligible for Block Grant/Unable-Unavailable Child Care; refer to ***Block Grant Child Care Eligibility Determination*** for eligibility criteria).
- iii. If the applicant's concern is of a more serious nature and the applicant indicates that the parent's unavailability and/or inability to provide care to their own children is chronic and indefinite (the parent is transient, drug-addicted, severely mentally or emotionally disturbed, etc.), the Specialist shall indicate that the applicant must initiate the legal guardianship process in order to be considered an eligible applicant for Child Care Assistance (refer to ***Legal Guardian*** for information regarding legal guardianship requirements).

D. General Eligibility Criteria

1. Identity

The applicant must verify identity during the initial interview for Child Care Assistance.

a. Current or Prior Cash Assistance and Food Stamp Participants.

Clients with current or prior Cash Assistance or Food Stamp cases in AZTECS (who have been assigned the **PI** relationship code for Primary Informant) have already verified identity with the FAA/EI and will not be required to verify personal identity with CCA (unless there are discrepancies between the personal information provided to CCA and to FAA). Acceptable forms of systems verification are shown below. One of the following forms must be screen printed and placed in the case file.

EXHIBIT C: **VERIFICATION OF IDENTITY VIA SYSTEMS SOURCE**

1. AzCCATS CP40 SCREEN:

TERM: XU33 ARIZONA CHILD CARE AUTOMATED TRACKING SYSTEM * DATE: 06/04/97									
V6L CP40		AZTECS CASH ASSISTANCE / POTENTIAL TCC INQUIRY					TIME: 14:55:18		
CLIENT-ID 0003915496		CASE NUMBER 00005542		REF TRB		DIVERSION			
AF STATUS CL		AF ST DT 06/20/1996		AF END DT 07 31 1996		CLOSE RSN VW			
ASGR N		POTENTIAL TCC Y		TCC ST DT 08/01/1996		TCC END DT 07/31/1998			
NEW CLT		CLT				AF			
TYPE NAME		TYPE SSN		ID		SEX DOB		REL PART	
- DOLBY PAT		P 622500960		0003915496		M 05/07/1956		PI IN	
- DOLBY KIT		A 543918416		0003918416		M 05/10/1993		CH IN	
- DOLBY KAT		A 543918417		0003918417		M 05/10/1994		CH IN	
-									
-									
END OF PRIMARY PROFILE GROUP									
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--									
CP04		CP06		CP13		CP41		PFKEY CP01	

Relationship code is "PI",
meaning primary informant

2. AzCCATS CP41 SCREEN:

TERM: XU15 ARIZONA CHILD CARE AUTOMATED TRACKING SYSTEM DATE: 06/09/97

V6L CP41 AZTECS FOOD STAMP INQUIRY TIME: 10:30:33

CLIENT-ID 0003915496 CASE NUMBER 00005542

FS STATUS CL FS ST DT 06/20/1996 FS END DT 07/31/1996

NEW CLT CLT

TYPE	NAME	TYPE	SSN	ID	SEX	DOB	REL	PART	FS
- DOLBY PAT		P	622500960	0003915496	M	05/07/1956	PI		IN
- DOLBY KIT		A	543918416	0003918416	M	05/10/1994	CH		IN
- DOLBY KAT		A	543918417	0003918417	M	05/10/1994	CH		IN
-									
-									
-									
-									
-									
-									
-									

END OF PRIMARY PROFILE GROUP

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
CP06 CP40 PFKEY CP01

Relationship code is "PI"
meaning primary informant.

3. AZTECS CAP2 SCREEN:

CAP2 CASE PROFILE - PAGE 2 060997 10:42

CASE NAME: STONE, SAMMY CASE NUMBER: 00999999

ASSIGNED GROUP: N

LAST ACTION: INQUIR CAP1 060997 CASH DIV:

PROGRAM	PRORATE	BENEFIT	APP	RECEIVED	SIZE	TYPE	STATUS	DATE	REVIEW DUE	CERT	THRU/	CURRENT
AF	080196	011697	02	A1	OPEN	020797	0897					0797
FS	061896	011697	02	RE	OPEN	020797	0897					0797
MA	050197	032797			OPEN	032797	0897					0797

PARTICIPATION E RF WORK- REG

CLIENT	SSN	DOB	RL	SEX	AF	FS	MA	CAT	S	TY	SR	AF	FS
STONE, SAMMY	999088703	07247	PI	F	DI	DF	IN	AF				RM	CU
STONE, SELINA	999330369	07209	CH	M	IN	IN	OU					AG	AG
STONE, JOSHUA	999475816	112094	CH	M	IN	IN	OU					AG	AG

CASE PROFILE REPORT REQUIRED? (Y/N): NEXT-->

Relationship Code is "PI"
meaning primary informant.

4. AZTECS CLPR SCREEN:

CLPR CLIENT PROFILE 060297 14:19

NAME/ALIASES CLIENT ID: 0002228968 --S Y S T E M S--

STONE, SAMMY S.S.N.: 999 08 8703 VR: R :A:A:J:C:U:O:M:

BIRTHDATE: 12241974 :Z:P:S:S:I:T:A:

SEX: F TLAP: 1195-1000 Y Y Y Y Y Y

AHCCCS ID: ALERT: S2 FBCEP: 1195-1000

PGM	CAT	S	Q	CD	NUMBER	E P PT	CASE	PART	PART	SITE	STAT	CODE	UNIT	CSLD	REL	EN/	CLO	ALERT
01	AF				DI	00999999	050197			OP	130	C	20		PI			
02	AF				IN	00999999	080196		043097	OP	130	C	20		PI		WR	
03	FS				DF	00999999	050197			OP	130	C	20		PI			
04	FS				IN	00999999	061896		043097	OP	130	C	20		PI		PR	
05	MA	AF			IN	00999999	050197			OP	130	C	20		PI			
07	AF				IN	00999999	070996		070996	DE	130	C	20		PI		EI	
08	AF				IN	00999999	061896		061896	DE	130	C	20		PI		VW	
09	MA				IN	00999999	060196		061596	DE	130	C	20		PI			
10	AF				IN	00999999	060396		060396	DE	130	C	20		PI			

TO INQUIRE ON A SPECIFIC PGM INVOLVEMENT, ENTER ITS SEQUENCE NUMBER:

Relationship Code is "PI"
meaning primary informant.

b. Other Applicants

All other applicants must verify personal identity during the initial interview. Acceptable forms of verification are shown in Table 2; the applicant must submit at least one of the types of verification listed.

c. Verification of Identity

Verification of identity will become a permanent part of the case file and will not need to be reverified on an ongoing basis (unless a discrepancy arises that needs resolution).

TABLE 2:
VERIFICATION OF IDENTITY TABLE

Verification of Identity:

Primary Sources

- * Systems verification via the AzCCATS CP40/CP41 or the AZTECS CAP2 or CLPR screens when the applicant for Child Care Assistance is also the **PI** (primary informant) on a current or prior Cash Assistance or Food Stamp case.
- * Driver's License
- * State issued I.D. cards (may be issued by AZ Dept. of Transportation Motor Vehicle Division, or other appropriate state agency)
- * Work or school identification
- * ID card from health benefits or other assistance/social service programs
- * Native American Tribal I.D.
- * Voter registration card
- * Birth certificate
- * Family census card
- * U.S. Passport
- * INS Documents/ I.D. Cards

Secondary Sources

- * Pay stubs
- * Collateral Contact to personal reference
- * Written statement from personal reference indicating that the applicant is who they say they are.

2. Arizona Residency

The applicant and family must be currently residing in the State of Arizona and must be physically present within the State in order to receive Child Care Assistance. There is no prior residency requirement.

3. Citizenship/Legal Residency Requirements

All applicants must declare citizenship or legal residency status.

a. Declaratory Statement

All applicants shall complete the citizenship/legal residency section of the Application for Child Care Assistance (CC-001) form at initial interview (in the event that the applicant neglects to fill out the citizenship/legal residency section on the application, the Specialist shall ask the question verbally and document the client's response in the case file).

b. Verification of Citizenship/Legal Residency Status

Applicants must be either a United States citizen or a legal resident of (lawfully present within) the United States in order to be eligible for Child Care Assistance. Citizenship/legal residency status must be verified during the eligibility determination process (This requirement applies to the applicant only, and does NOT apply to other household members).

i. U.S. Citizenship

United States citizens are eligible for Child Care Assistance if all other eligibility criteria are met. The Specialist shall determine whether the applicant is a U.S. citizen according to the categories listed below.

a) U.S. citizens include individuals born in:

- 1) The continental U.S., Alaska or Hawaii;**
- 2) The Panama Canal Zone prior to 1979;**
- 3) Guam;**
- 4) The Northern Mariana Islands;**
- 5) Puerto Rico; or**

- 6) The U.S. Virgin Islands.**
- b) Naturalized U.S. citizens;**
- c) Individuals born outside the U.S. and the above listed possessions/territories are granted U.S. citizenship when:**
 - 1) Both parents were born U.S. citizens, provided at least one of the parents resided in the U.S. prior to the person's birth; or**
 - 2) One parent is an illegal immigrant and the other a U.S. citizen, provided that the citizen-parent resided in the U.S. or its possessions for a total of 10 years, of which at least 5 years were after attaining the age of 14. Any period of time the citizen-parent resides overseas either as a U.S. Government employee, serving in the U.S. Armed Forces, or working for an international organization, counts as U.S. residence for the 10 year requirement; or**
 - 3) Children who were born on or after November 14, 1986; a parent must have resided in the U.S. not less than 5 years, 2 of which were after attaining the age of 14 years.**
- d) Individuals possessing dual citizenship, meaning a person recognized as a U.S. citizen by this country in addition to being considered a citizen of one or more other countries.**
 - 1) The United States does not recognize dual citizenship for individuals who are 21 or older. U.S. citizens with dual citizenship under the age of 21 are eligible for Child Care Assistance.**
 - 2) Anyone 21 years or older, who had dual citizenship at one time must verify current citizenship status.**
- e) Acceptable forms of U.S. citizenship verification are shown in Table 3; citizenship status must be verified through one of the methods listed.**

TABLE 3:
VERIFICATION OF CITIZENSHIP STATUS TABLE

Verification of Citizenship Status:

Primary Sources

- * Current or prior Cash Assistance or Food Stamp involvement with **IN** participation status per AzCCATS CP40/CP41 or AZTECS Case Profile Page 2 (CAP2) and Client Profile (CLPR) screens.
- * Proof of identity and a social security card
- * Proof of identity and verified social security number per the AZTECS/SSA interface (as indicated with **V** for verified) per the AzCCATS CP01 screen.
- * Certified birth certificate issued by a U.S. State or Local Governmental Bureau of Vital Statistics
- * Certificate of Live Birth signed by hospital official and a parent
- * Naturalization papers
- * INS Certificate of Citizenship
- * Social Security Administration Records
- * Church record of birth prior to 5th birthday
- * U.S. Passport
- * Indian Census records
- * Hospital birth certificate
- * Authority to Release Information form (FA-059)
- * Vital Statistics Records (FA-076, Request for Verification of Birth/ Death) completed by the Arizona Department of Health Services.

Secondary Source

- * none

Note:

- * *Refer to Exhibit D in the Appendix for sample INS documents.*
- * If verification is received that is of questionable nature (e.g. appears altered, does not match sample document, etc.) please contact the Policy Helpdesk. Situations will be handled on a case by case basis.
- * If there is a discrepancy with verification obtained through a system source, the Specialist must follow up with another type of verification of citizenship as listed as a primary source.

ii. Legal Residency Within the United States

Applicants who are not United States Citizens must be legal residents of the United States (must be lawfully present in the U.S.) in order to be eligible for Child Care Assistance. Legal residents must provide one of the following forms of verification of legal residency in the U.S. as shown in Table 4:

TABLE 4:
VERIFICATION OF CURRENT LEGAL RESIDENCY STATUS TABLE

Verification of Current Legal Residency Status:

Primary Sources

- * Current or prior Cash Assistance or Food Stamp involvement with **IN** participation status per AzCCATS CP40/CP41 screens or AZTECS Case Profile Page 2 (CAP2) and Client Profile (CLPR) screens (current or prior involvement means the client applied for **and** received Cash Assistance or Food Stamps).
- * Proof of identity and a social security card
- * Proof of identity and verified social security number per the AZTECS/SSA interface (as indicated with **V** for verified in the *SSN Verified* field) per the AzCCATS CP01 screen.

(All forms of Immigration and Naturalization Service (INS) verification listed below must have expiration dates in the future):

Note: When one of the documents listed below is submitted as verification and has an expiration date that is in the past, the document will be considered acceptable verification when submitted with a statement from INS verifying that continued legal residency status is pending.

- * Arrival/Departure Records (Form I-94)
- * Crewman's Landing Permit (Form I-95)
- * Alien-Registration Receipt Card (Form I-151)
- * Alien Crewman Landing Permit and Identification Card (Form I-184)
- * Non-Resident Alien Canadian Border Crossing Card (Form I-185)
- * Non-Resident Alien Mexican Border Crossing Card Form I-186)
- * Mexican Border Visitor Permit (Form I-444)
- * Alien Registration Receipt Card (Form I-551)
- * Non-Resident Alien Border Crossing Card (Form I-586)
- * Temporary Resident (Form I-688)
- * Employment Authorization (Form I-688A, form I-688B, or form I-766)
- * Foreign Passports authorizing entry to the United States

Secondary Source

- * None

Note:

- * Refer to Exhibit D in the Appendix for Sample INS Documents.
- * Although INS Border Crossing Cards and Visitor's permits are acceptable documents to substantiate "lawful presence in the U.S." (and therefore, citizenship/legal residency status), the Specialist should probe whether individuals providing this type of verification also meet Arizona residency requirements (see **Arizona Residency**). If the individual does not also reside in the U.S., they are ineligible for Child Care Assistance.
- * If verification is received that is of questionable nature (e.g. appears altered, does not match sample document, etc.) please contact the Policy Helpdesk. Situations will handled on a case by case basis.
- * If there is a discrepancy with verification obtained through a system source, the Specialist must follow up with another type of verification of legal residency as listed as a primary source.

EXHIBIT D:
VERIFICATION OF CITIZENSHIP/LEGAL RESIDENCY STATUS:
SAMPLE DOCUMENTS

Refer to Exhibit D in the Appendix for a variety of sample documents that can be used to verify citizenship/legal residency status.

EXHIBIT E: VERIFICATION OF CITIZENSHIP/LEGAL RESIDENCY STATUS VIA SYSTEMS SOURCE

1. AzCCATS CP40 SCREEN:

TERM: XU33 ARIZONA CHILD CARE AUTOMATED TRACKING SYSTEM * DATE: 06/04/97

V6L CP40 AZTECS CASH ASSISTANCE / POTENTIAL TCC INQUIRY TIME: 14:55:18
Child Care Specialist

CLIENT-ID 0003915496 CASE NUMBER 00005542 REF TRB DIVERSION
AF STATUS CL AF ST DT 06/20/1996 AF END DT 07/31/1996 CLOSE RSN VW

ASGR N POTENTIAL TCC Y TCC ST DT 08/01/1996 TCC END DT 07/31/1998

NEW CLT	CLT	TYPE	NAME	TYPE	SSN	ID	SEX	DOB	REL	PART
- DOLBY PAT	P	622500960	0003915496	F	05/07/1956	PI	IN			
- DOLBY KIT	A	543918416	0003918416	F	05/10/1994	CH	IN			
- DOLBY KAT	A	543918417	0003918417	F	05/10/1994	CH	IN			

END OF PRIMARY PROFILE GROUP
Enter -PF13- -PF14- -PF15- -PF16- -PF17- -PF18- -PF19- -PF20- -PF21- -PF22- -PF23- -PF24-
CP04 CP05 CP06 CP13 CP41 PFKEY CP01

Cash Asst. participation
Status "IN".

2. AzCCATS CP41 SCREEN:

TERM: XU15 ARIZONA CHILD CARE AUTOMATED TRACKING SYSTEM DATE: 06/09/97

V6L CP41 AZTECS FOOD STAMP INQUIRY TIME: 10:30:33
Child Care Specialist

CLIENT-ID 0003915496 CASE NUMBER 00005542
FS STATUS CL FS ST DT 06/20/1996 FS END DT 07/31/1996

NEW CLT CLT

participation

TYPE	NAME	TYPE	SSN	ID	SEX	DOB	REL	PART
- DOLBY PAT	P	622500960	0003915496	M	05/07/1956	PI	IN	
- DOLBY KIT	A	543918416	0003918416	M	05/10/1994	CH	IN	
- DOLBY KAT	A	543918417	0003918417	M	05/10/1994	CH	IN	

END OF PRIMARY PROFILE GROUP
Enter -PF13- -PF14- -PF15- -PF16- -PF17 -PF18- -PF19- -PF20 --PF21- -PF22-- PF23 --PF24---
CP06 CP40 PFKEY CP01

Food Stamp
status "IN".

3. AZTECS CAP2 SCREEN:

CAP2 CASE PROFILE - PAGE 2 060997 10:42
C

CASE NAME: STONE, SAMMY CASE NUMBER: 00999999
ASSIGNED GROUP: N
LAST ACTION: INQUIR CAP1 060997 CASH DIV:

PROGRAM	BENEFIT	APP	PRORATE	RECEIVED	SIZE	TYPE	STATUS	CERT	THRU/	REVIEW	DUE	CURRENT
AF	080196	011697	02	A1	OPEN	020797	0897					0797
FS	061896	011697	02	RE	OPEN	020797	0897					0797
MA	050197	032797			OPEN	032797	0897					0797

PARTICIPATION E RF WORK-REG

CLIENT	SSN	DOB	RL	SEX	AF	FS	MA	CAT	S	TY	SR	AF	FS
STONE, SAMMY	999088703	072474	PI	F	IN	IN	AF					RM	CU
STONE, SELINA	999330369	072093	CH	M	IN	IN	OU					AG	AG
STONE, JOSHUA	999475816	112094	CH	M	IN	IN	OU					AG	AG

CASE PROFILE REPORT REQUIRED? (Y/N): NEXT-->

Cash
Asst. participation
Status "IN".

4. AZTECS

CLPR SCREEN:

Cash Asst. Participation status "IN" →

CLPR		CLIENT PROFILE		060297 14:19	
NAME/ALIASES STONE, SAMMY		CLIENT ID: 0002228968 S.S.N.: 999 08 8703 VR: R BIRTHDATE: 12241974 SEX: F TLAP: 1195-1000 ALERT: S2 FBCP: 1195-1000		--S Y S T E M S-- :A:A:J:C:U:O:M: :Z:P:S:S:ET:A: Y Y Y Y Y	
AHCCCS ID:	TYPE:	CASE:	PART:	PART:	SITE:
PGM CAT S	CD	NUMBER	START	END	STAT
					CODE UNIT CSLD REL CLO ALERT
01 AF	IN	0999999	050197		OP 130 C 20 PI
02 AF	IN	0999999	080196	043097	OP 130 C 20 PI WR
03 FS	DF	0099999	050197		OP 130 C 20 PI
04 FS	IN	0099999	061896	043097	OP 130 c 20 PI PR
05 MA AF	IN	0099999	050197		OP 130 C 20 PI
07 AF	IN	0099999	070996	070996	DE 130 C 20 PI EI
08 AF	IN	0099999	061896	061896	DE 130 C 20 PI VW
09 MA	IN	0099999	060196	061596	DE 130 C 20 PI
10 AF	IN	0099999	060396	060396	DE 130 C 20 PI PI

TO INQUIRE ON A SPECIFIC PGM INVOLVEMENT, ENTER ITS SEQUENCE NUMBER:

iii. Verifying Citizenship/Legal Residency Status

The Specialist shall verify the applicant's citizenship/legal residency status (for all programs with the exception of Block Grant/Protective Services Child Care) through one of the methods listed below.

a) Cash Assistance or Food Stamp Participation Status

- 1) Current or prior Cash Assistance or Food Stamp participants with **IN** participation status meet citizenship/legal residency requirements (FAA has already verified citizenship/legal residency requirements for individuals who are included in Food Stamp households or Cash Assistance grants). Acceptable forms of systems verification are shown in Exhibit E. Systems screen prints must be filed in the case file.

- (a) A current or prior Cash Assistance or Food Stamp participant is an individual who applied for **and** received Cash Assistance or Food Stamps and is coded in (**IN**) the Cash Assistance or Food Stamp grant.
- (b) If an individual applied for Cash Assistance or Food Stamps and was denied services and never received Cash Assistance or Food Stamps (case closure status is **DE** [for denied] per the AzCCATS CP40/CP41 or the AZTECS CLPR screens), then Citizenship/Legal Residency status was **not** verified by FAA. The Specialist must verify citizenship/legal residency status per CCA policy.

- 2) Cash Assistance or Food Stamp participants who are coded **DI** due to “ineligible noncitizen” status per FAA may still meet CCA citizenship/legal residency requirements (FAA’s citizenship requirements are more stringent than CCA’s citizenship requirements). The Specialist shall explore one of the other methods listed below.

b) Verifying Social Security Numbers

Applicants who verify identity (refer to *Verification of Identity* for verification of identity requirements) and provide a social security card or have a verified social security number per the AZTECS/SSA (Social Security Administration) interface meet citizenship/legal residency requirements. Verification of social security numbers is completed via the AZTECS/ SSA Interface as indicated below:

- 1) All clients known to AZTECS are subject to social security number verification via the AZTECS/SSA interface. Through the interface, the client’s name, date of birth and social security number are matched to SSA records for verification.
- 2) If the name, date of birth and social security number matches records held by SSA for the social security number in question, then the social security number is considered “verified” (coded **V**).
- 3) If the name, date of birth and social security number **DO NOT** match records held by SSA for the social security number in question, then the social security number is considered “invalid” (coded **I**).
- 4) To verify social security numbers through the AZTECS/SSA interface, the Specialist shall:
 - (a) Conduct a name search on the AzCCATS CP01 screen;
 - (b) Press the PF24 (CLID) key when the applicant’s name, date of birth and social security number appear on the screen;
 - (c) Check the **SSN verified field** for social security number status (see Exhibit F below).

EXHIBIT F:

VERIFICATION OF SOCIAL SECURITY NUMBER VIA AZTECS/SSA INTERFACE

AzCCATS CP01 SCREEN:

TERM: XU15		DATE: 09/04/97	
V6L CP01		TIME: 13:11:31	
CLIENT SEARCH AND ADD			
SEARCH FOR --		LAST NAME jones----- FIRST -----	
SSN -----		CLIENT-ID -----	

NEW CLT	NAME	CLT TYPE	D-O-B TYPE	S E X	SOCIAL SECURITY NUMBER	C C A	CLIENT ID	SSN VERIFIED
- JONES AARON		P	01/01/1901	M	893675884	Y	0003675884	R
- JONES AARON			01/01/1901	M	893715846	Y	0003715846	
- JONES AARON		P	09/24/1946	M	999887777	Y	0003942977	V
- JONES ABDULA		A	06/06/1986	F	093889834	Y	0003889834	I
- JONES ABDULA			06/06/1986	F	89388983		000388983	
- JONES ABDULA		A	06/06/1986	F	893889834	Y	0003889834	V
- JONES ADINA		A	04/16/1990	F	601927887	Y	0002639669	R
- JONES ADINA			04/16/1990	F	601927887		0002639669	
- JONES ADINAB			04/16/1990	F	987654321		0002639669	
- JONES ADINAC		A	04/16/1990	F	123212321	Y	0002639669	R

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
CP02 CP06 CP10 CP04 CP13 CP41 CP40 PFKEY FLAGS

← *Social Security Number
Verified field*

5) The *SSN verified* field will display 1 of 3 responses:

(a) “**V**” response means verified:

This means the applicant’s name, date of birth and social security number have been verified with SSA. The Specialist shall screen print the AzCCATS CP01 screen as verification for the case file.

(b) “**I**” response means invalid:

This means the name, date of birth and social security number **do not** match records held by SSA.

(c) “**R**” response means pending:

This means that the AZTECS/SSA interface has not been completed and AZTECS is awaiting a response from SSA.

6) When a new applicant’s social security number shows an **I** or **R** response in the *SSN verified* field, the Child Care Specialist must verify citizenship/legal residency status via another method (refer to Tables 3 and 4 for acceptable verification methods).

7) Hard Copy Verification of Citizenship/Legal Residency Status

If the Specialist is unable to verify citizenship/legal residency status via the systems methods discussed above, the Specialist shall request hard copy verification from the client as indicated in Table 3 and Table 4.

- (a) When clients submit one of the acceptable documents from the Immigration and Naturalization Service the Child Care Specialist shall verify that the expiration date of the document in question is in the future; and
- (b) Monitor the case and request further verification when the document expires.
- (c) When one of the acceptable documents from the Immigration and Naturalization Service is submitted as verification and has an expiration date that is in the past, the document will be considered acceptable verification when submitted with a statement from INS verifying that continued legal residency status is pending.

8) Specialist Assistance When Verifying Citizenship/Legal Residency Status

When the Specialist and applicant have been unsuccessful in verifying citizenship/legal residency status through any of the methods discussed in this section, the Specialist shall assist the applicant in obtaining verification through one of the methods listed below.

(a) When the client was born in the state of Arizona

(1) Request for Verification of Birth/Death (FA-076)

This form shall be used when the birth was outside Maricopa County (but within the state of Arizona) or more than 45 days prior to the date the form is completed.

(2) Request for Verification of Birth/Death (FA-076-A)

This form shall be used when the birth was in Maricopa County within 45 days prior to the date the form is completed.

- (b) When there are other governmental agencies or entities that can substantiate U.S. citizenship

If the client indicates that there are other governmental agencies or entities that can substantiate U.S. citizenship (such as local governmental or out of state Vital Statistics agencies, hospitals, or churches for clients baptized before the age of 5 years), the Specialist shall complete the Authority to Release Information (FA-059) form with all pertinent information surrounding the client's birth (birth name, birth parents, date, time, and location of birth, etc.).

- (c) The Specialist shall:

- (1) Request that the client sign and date the form, and shall mail it directly to the appropriate entity as indicated by the client;
- (2) Indicate to the client that it is still the client's responsibility to verify citizenship/legal residency status even though the Specialist has assisted the process;
- (3) Request verification of Citizenship/Legal Residency status in writing from the client, and indicate that the application for Child Care Assistance will be denied if requested verification is not provided; and
- (4) *Not* approve the application until and unless citizenship/legal residency status has been verified.

4. Age of the Child

Child Care Assistance shall only be authorized for children who reside with the applicant and who are under the age of 13 years; children ages 13 and older are ineligible for Child Care Assistance.

5. Eligible Activities/ Needs

- a. The client and any other parent or responsible person in the household must have one or more eligible activities or needs for Child Care Assistance in order to be eligible.
- b. If there are 2 or more parents or responsible persons in the household, each must have an eligible activity or need for Child Care Assistance (see *Eligible Activities/ Need for Assistance* section for allowable activities/needs).

- c. If the applicant's spouse is unrelated to the child needing care, and the applicant expresses concern about the person being considered as available to provide care to the child, the Specialist shall authorize services based solely on the applicant's activity.

6. Availability of Parents/Responsible Persons

- a. The client and any other parent or responsible person in the household must not be available to meet the child(ren)'s needs for part of a 24 hour day due to participation in an eligible activity, or due to an eligible need.
- b. The Specialist shall consider the availability of the parent(s) and other responsible persons of the children needing care in determining eligibility and authorizing a specific amount of service for each child.
- c. **The Specialist shall consider the availability of the following persons:**
 - i. Parents (natural, step or adoptive);
 - ii. Nonparent relatives and their spouses (when the parents of the children for whom assistance is being requested, are not residing in the household); and
 - iii. Legal guardians
 - a) Only the availability of the legal guardian(s) as indicated on the documents verifying legal guardianship will be considered when determining unit authorization amount (when 2 adults are designated as legal guardians, Child Care Assistance will be authorized for the period of time that neither adult is available to provide care).
 - b) If the parent of the child in guardianship resides in the home with the legal guardian and it is determined that the parent's unavailability and/or inability to provide care to their own children is chronic and indefinite (refer to ***Legal Guardian*** in the ***Eligibility Applicant*** section for more instruction on determining when unavailability and/or inability of parents to provide care to their own children is chronic and indefinite), the parent's availability will not be considered in determining the unit authorization amount.
- d. The Specialist shall authorize Child Care Assistance for each child based on the amount of time neither parent or responsible person (as described in "c." above) are available to provide care.

- e. If the client expresses concern regarding a spouse who is unrelated to the child needing care, or regarding other unrelated adults being considered as “available” to provide care, the Specialist shall determine the authorization amount based solely on the availability of the applicant, and shall document the case file accordingly. However, the income of such individuals shall still be counted in the income eligibility determination even though their availability is NOT considered (refer to *Family Size Determination* for more information).

7. Income Eligibility Requirements

An income eligibility determination is required for some child care programs, and not for others, as indicated below:

a. Programs with Income Eligibility Requirements

The Specialist shall determine income eligibility for the following (refer to *Income Eligibility* for further instruction regarding the income eligibility determination process).

i. Transitional Child Care

Former Cash Assistance participants who need Child Care Assistance for employment and who meet TCC eligibility criteria must meet income eligibility criteria (see *TCC Eligibility Determination* for more information).

ii. Block Grant/Work

Individuals who need Child Care Assistance for employment and who are not Cash Assistance participants (or are included in a Cash Assistance grant but are coded **OU**) must meet income eligibility criteria.

Note: This also applies to individuals receiving Cash Assistance for other family members, but are coded out (**OU**) of the grant, and are therefore ineligible for AFDC Employed Child Care.

iii. Block Grant/Teen Parents

Teen parents who need Child Care Assistance for educational activities as prescribed in *Teen Parents in Education/Training Activities* must meet income eligibility criteria.

iv. Block Grant/Unable-Unavailable

Individuals who need Child Care Assistance because they are unable/unavailable to provide adequate care to children in their care due to: physical/mental/emotional disability, participation in an alcohol or drug treatment or court-ordered community service program, or residency in a homeless or domestic violence shelter must meet income eligibility criteria.

b. Programs Without Income Eligibility Requirements

The Specialist shall **not** determine income eligibility for the following programs:

i. Jobs Child Care

Child Care Assistance for Jobs participants who are attempting to achieve independence from Cash Assistance;

ii. AFDC Employed Child Care

Child Care Assistance for Cash Assistance participants who are employed; and

iii. Block Grant/Protective Services Child Care

Child Care Assistance for CPS referred families, and CPS/DDD foster families.

E. Eligible Activities/ Need for Assistance

The client and any other parent or responsible person in the household must be unavailable to meet the child's needs for part of a 24-hour day due to one or more of the following reasons:

1. Jobs Participation

Participation in Jobs approved activities as specified by a Jobs Program Specialist via a Jobs referral (Jobs referrals may also be received from Tribal [Native Employment Works; formerly Tribal Jobs] Programs, and by entities contracted with DES to perform Jobs functions).

2. Employment

Employment is defined as an activity performed for monetary compensation (activities in which a client receives compensation other than monetary compensation are *not* considered employment).

3. Self Employment

Self employment is defined as a work activity in which monetary compensation is received for work performed by the client to provide or market a product/service without an employer. The child care authorization shall be limited based on the minimum wage standard (refer to *Self Employment Requirements* for more information).

4. Clients Employed as Child Care Providers

- a. The client may be authorized for Child Care Assistance for their children and may also be the child care provider for any child for whom care is requested when the client:
 - i. Does not have a registration agreement (contract) with DES, and does not directly receive DES reimbursements for Child Care Assistance.
 - ii. Receives monetary compensation (wages) in exchange for work;
 - iii. Provides care to other unrelated children (for whom the client does not receive Child Care Assistance), in addition to their own child, in the same care group;
 - iv. Is charged the same rate as other customers and is responsible for payment of their portion for the cost of Child Care Assistance, as are other customers;

Note: Child Care providers included in the above section are typically caregivers employed at child care centers or group homes, but who are *not* the persons whose names are on the DES registration agreement.

Example 1: Client is an employee in a licensed center. The client: **1)** does not have a contract with DES and does not directly receive DES reimbursements, **2)** receives monetary compensation in exchange for work, **3)** provides care to other unrelated children, in addition to their own children, and **4)** is charged the same rate as other customers and is responsible for payment of their portion of the cost of child care.

This client may be authorized for Child Care Assistance for children in their care and may also be the child care provider for children for whom care is requested because they meet all of the above criteria.

Example 2: Client is a Certified Family Child Care Home provider. The client has a registration agreement (contract) with DES and directly receives DES reimbursements. This client may not be authorized for Child Care Assistance for their children and also be the child care provider for the children because they do not meet all of the above criteria.

b. Clients who are also child care providers may be authorized for Child Care Assistance for their children with another provider if:

- i.** There are no available ***not for compensation*** slots to accommodate one or more of their children; and
- ii.** Caring for their own children in addition to DES eligible children and other children in their care would put the provider over ratio per state certification or licensing standards.

iii. The number of ***not for compensation*** slots per provider type are listed below:

(a) Licensed Centers

- (1)** Usually care for 15 or more children ***for compensation***.
- (2)** There are no ***not for compensation*** slot requirements in licensed centers.
- (3)** If the client is employed as a caregiver in a center, his/her child may be authorized for Child Care Assistance at that same center (if the criteria described in section “a.” above are met), or at another provider.
- (4)** If the client is employed by the center, or is the center owner, and is the party whose name is on the registration agreement (contract) with DES, the Specialist may authorize child care with another provider (and shall ***not*** authorize care at that same center).

(b) Certified Family Child Care Homes and Non DES-Contracted Family Child Care Homes

- (1)** A maximum of 4 children may be in care ***for compensation***.

- (2) There are 2 ***not for compensation*** slots available in certified family child care homes.
- (3) If the client is a family child care home provider, and is the party whose name is on the registration agreement (contract) with DES, the Specialist may authorize child care with another provider (and shall ***not*** authorize care with the family child care home provider).

Example: The client is a Certified Family Child Care Home provider and has a contract with DES and directly receives DES reimbursements. The client is providing care for and is being compensated for 4 unrelated children, and has 3 of their own children for whom care is being requested. The client has 2 open ***not for compensation*** slots which must be filled by 2 of their children before the third child may be authorized with another provider. The client may be authorized for the third child ***only*** with another provider after the 2 available ***not for compensation*** slots are filled.

(c) Certified In-Home Care Providers

- (1) May care for the entire sibling group ***for compensation*** (with no limit on the number of children, as long as the children are members of the same sibling group).
- (2) There are no ***not for compensation*** slot requirements for certified in-home care providers.
- (3) An in-home provider may bring the in-home provider's own children to the in-home location with the written permission of the client, and so long as the total number of children in the in-home location does not exceed six children.
- (4) If the client is the certified in-home care provider, and is the party whose name is on the registration agreement (contract) with DES, the Specialist may authorize child care with another provider (and shall ***not*** authorize care with the certified in-home care provider).
- (5) If an in-home provider indicates they can't take their own children to the in-home location where they work, the in-home provider can have their children authorized with another provider (if eligibility criteria are met).

(d) Certified Group Homes

- (1) May care for 5-10 children *for compensation* (one caregiver for every five children in care).
- (2) There are 5 *not for compensation* slots available in certified group homes only when there are 3 caregivers (the one caregiver for every five children in care ratio must be met). If there are only one or two caregivers in the certified group home, there are no *not for compensation* slots available because taking an additional child would place the provider over ratio.
- (3) If the client is employed as a caregiver in a certified group home, his/her child can be authorized for Child Care Assistance at that same certified group home (if the criteria described in section “4.a.” above are met), or at another provider.
- (4) If the client is employed by the certified group home provider, or is the certified group home provider, and is the party whose name is on the registration agreement (contract) with DES, the Specialist may authorize child care with another provider (and shall *not* authorize care at that same certified group home).

5. Education/Training Activities with Minimum Work Requirement

Supplemental Child Care Assistance for education/training activities is available to clients who are participating in allowable educational activities in addition to being employed a monthly average of at least 20 hours per week. Allowable education/training activities must be related to an employment goal, and individuals must make satisfactory progress in the educational activity (refer to *Education/Training Activities with Minimum Work Requirement* for more information).

- a. Allowable education/training activities for adults ages twenty (20) years and older include high school, G.E.D. classes, E.S.O.L. classes, and remedial educational activities;
- b. Allowable post secondary education/training activities include attendance at colleges and trade or vocational schools only; and
- c. Child Care Assistance for education/training activities is not time limited. Clients may continue to receive assistance for education/training activities as long as they continue to meet eligibility criteria.

6. Teen Parents in Education/Training Activities

Teen parents participating in the following educational activities are not required to meet the minimum work requirement. Child Care Assistance for teen parents in the following educational activities is not time limited (refer to ***Block Grant Child Care*** in the ***Program Specific Eligibility Determination*** section for more information).

- a. High School;
- b. G.E.D. classes;
- c. E.S.O.L. classes; or
- d. Remedial educational activities for the attainment of a high school diploma.

7. Homeless/ Domestic Violence Shelter Residents

Clients who are residing in a homeless or domestic violence shelter may be eligible for Child Care Assistance based on shelter residency, and participation in structured shelter activities as verified by the shelter (if other eligibility criteria are met; refer to ***Homeless Domestic Violence Shelter Residents*** in the ***Special Circumstance*** section for more information).

8. Unable to Care

Individuals who are physically, mentally, or emotionally incapable of providing adequate care and supervision to children in their care for a portion of a 24 hour day may be eligible to receive Child Care Assistance if other eligibility criteria are met (refer to ***Special Circumstances Child Care Eligibility Determination*** for more information).

9. Unavailable to Care

Clients who are unavailable to provide adequate care and supervision to children in their care for a portion of a 24 hour day due to participation in an alcohol or drug treatment/rehabilitation program or a court-ordered community service program may be eligible for Child Care Assistance if other eligibility criteria are met (refer to ***Special Circumstances Child Care Eligibility Determination*** for more information).

10. CPS Referred Families

CPS families referred to the Child Care Specialist by the CPS Case Manager are eligible for Child Care Assistance based on information included on the CPS Child Care Referral (CC-224) form, and documented in the CPS case plan.

11. CPS/DDD Referred Foster Care Families

CPS/DDD referred families are eligible for Child Care Assistance based on need as determined by the CPS/DDD Foster Care Case Manager, and documented in the foster care case plan (refer to ***Block Grant/Protective Services Child Care*** in the ***Special Circumstances Child Care*** section for further direction; there are certain limitations for DDD foster families).

F. Verification Requirements

The Specialist shall verify eligibility criteria through the methods prescribed in this section and shall request verification in order of importance (the most desirable forms are listed first), and shall refer to specific eligibility criteria sections throughout this manual to determine what is acceptable verification for each point of eligibility.

1. Systems Verification

- a.** Information documented in the AZTECS or AzCCATS systems is acceptable verification for the eligibility determination process as specifically indicated in this manual.
- b.** When systems information is used as verification, the information shall be screen printed and placed in the case file as documentation that the required information has been verified.
- c.** Whenever information reported by the client differs from systems verification, additional forms of verification must be obtained to resolve the discrepancy (refer to specific eligibility sections and verification tables to determine how to verify specific eligibility factors via the system).

2. Hard Copy/Written Verification

When systems verification is not available or differs from information provided by the client, written verification shall be requested and maintained in the case file as verification of income, eligible activities/needs for assistance, and other eligibility factors as required by policy (refer to ***Income Eligibility*** for instructions on income eligibility determination and refer to specific eligibility sections and verification tables to determine how to verify specific eligibility factors with hard copy verification).

3. Collateral Contact

- a.** Collateral contact shall be used as verification if the client is unable to provide written verification. When a collateral contact is used as verification, the following information must be documented in the case file.
 - i.** Date of contact;
 - ii.** First and last name, and job title of the person providing the information;
 - iii.** Telephone number of the contact person;
 - iv.** The specific information obtained that substantiates eligibility, such as: the start date of the employment/education or training activity, scheduled days and hours of participation, location, rate and frequency of pay for employment, and any other information necessary to determine eligibility.
- b.** When using collateral contact as verification the Specialist shall follow up and obtain hard copy verification.
- c.** If the client is unable to provide hard copy verification, collateral contact documentation will constitute acceptable verification.
- d.** When employment and earnings information are verified by the Specialist via collateral contact and thoroughly documented in the case file as described above, written (hard copy) verification is not needed as a follow up (unless a discrepancy arises that needs to be resolved).

4. Client Statement

In extreme situations where all attempts at verifying income or other eligibility criteria have failed, the Child Care Specialist shall accept the client's written statement as best available information; the case file shall be documented accordingly.

- a.** A signed statement written by the client may be accepted as verification when BOTH the client and Specialist have been unsuccessful in attempts to obtain the above forms of verification. The Specialist shall accept the client's written statement as the "best available information". The written statement must be included in the case file.
- b.** Client statements shall **NOT** be accepted as verification of the following:
 - i.** Relationship (when the applicant is a nonparent relative);
 - v.** Legal Guardianship Status;
 - vi.** Citizenship/Legal Residency Status;
 - vii.** Participation in education/training activities;
 - viii.** Satisfactory progress in an educational activity;
 - ix.** 20 hour work requirement for education/training;
 - x.** Unable/Unavailable needs for services.